

EMERGENCY ACTION PLANS & PROCEDURES (For Distro)

WICKED has established this Emergency Action Plan (EAP) for the protection of the workers and visitors while at the theatre or in the rehearsal space(s). The Plan identifies actions to be taken by the workers to establish a minimum degree of personal safety during emergencies. The information contained within this plan shall be reviewed and distributed to all workers upon their job assignment. Additionally, the workers shall be trained on the EAP when it is first developed, when the plan is modified, when venues change, and if the employee's duties change.

PRE-EMERGENCY SAFETY & PLANNING

1. Familiarize yourself with your work area. Identify all exits, stairways, and existing floor plans of the work area. Also identify all fire extinguishers, pull stations and any other fire adjunct
2. If an existing fire protection system is in place (fire sprinklers, alarm systems, etc.), the Production shall ensure that it is maintained and inspected, on a regular basis.
3. Be sure all emergency phone numbers are clearly listed and are readily available next to telephones.
4. Report all potentially hazardous conditions to your supervisor immediately. Especially focus on conditions or materials, which, in the event of an emergency might block evacuation routes or in some manner further contribute to the emergency.
5. Do not block or wedge any stairwell doors in the open position at any time.
6. Ensure you know where the established meeting point/safe assembly area away from the building is in the event of an evacuation.
7. Each department head is responsible for accounting for workers in their department and reporting the results to Stage Management. Stage Management is responsible for accounting for all performers and obtaining Dept Head counts.

MEDICAL EMERGENCIES

1. Notify Stage Management immediately. Call **911 / 999** (from a land line if possible) or the established and agreed upon method of reporting a medical emergency.
2. Have someone meet the responding emergency personnel and assist them by leading them to the victim.
3. Keep victim calm; if trained, administer first aid as needed.
4. In the event of a serious accident, Management will follow the established Notification Procedures.

IN CASE OF FIRE

1. Call **911 / 999** (from a land line if possible) or the established and agreed upon method of reporting a fire emergency.
 - a. Give your location (address & cross streets)
 - b. Describe the situation (i.e., smell of smoke, extent of fire, what is burning, etc.)

2. Stay calm and do not panic. Alert others in your area. Walk, Do Not Run.
3. Evacuate as directed by your supervisor to your designated evacuation area (safe assembly area). Remain in the Safe Assembly area until everyone is accounted for and are directed otherwise.
4. Close all doors as you leave. DO NOT lock them.
5. If there is smoke present, stay low.
6. DO NOT use elevators.
7. If trained to use a fire extinguisher, and if the fire is in the incipient stage, you may attempt to extinguish the fire. REMEMBER that your own safety is of primary importance.
8. In the event of a fire, Management will follow the established Notification Procedures.

DURING AN EARTHQUAKE

1. Duck under something sturdy; cover your head. Hold on to something secure during shaking.
2. Stay clear of windows and objects, which could fall on you.
3. If you are inside, stay there until directed otherwise.
4. If an evacuation is necessary, follow the established routes and procedures. Do not use elevators
5. If you are outside, stay in an open area, which is clear from hazards. When the shaking stops, do not reenter any building.
6. In the event of an earthquake, Management will follow the established Notification Procedures.

AFTER AN EARTHQUAKE

1. Be prepared for aftershocks. Do not panic; stay calm.
2. Your supervisor or other designated person may initiate an evacuation.
3. Replace the telephone handset if it is off the hook. Use the telephone for emergency calls only.
4. Check for the following potential risks:
 - a. Fire or fire hazards
 - b. Gas leaks. Shut off the main gas valve if a leak is suspected or identified by the odor associated with natural gas. Wait for the gas company to check it and turn it back on.
 - c. Damaged electrical wiring. Shut off power at the source if there is any damage noted.

- d. Downed or damaged utility lines. Do not approach or touch downed power lines or any objects touching them.
- e. Downed or damaged chimneys. Approach chimneys with caution, they may be weakened and could topple during an aftershock.
- f. Fallen items in storage units, cupboards, and closets. Beware of objects tumbling from shelves when doors are opened.

HAZARDOUS MATERIALS EMERGENCY

1. In the event of a hazardous materials emergency, immediately call 911 or the established and agreed upon method of reporting an emergency.
2. Stay calm and do not panic. Alert all workers working in the area.
3. Evacuate the area as directed by your supervisor or other designated person. Walk, do not run to your safe assembly area.
4. Workers shall remain at the safe assembly area until directed otherwise by the appropriate authority.
5. If information about the hazardous material is accessible (SDS – Safety Data Sheet), have it available for the responders.
6. In the event of a hazardous materials emergency, Management will follow the established Notification Procedures.

SEVERE WEATHER

1. When working in areas subject to severe weather conditions (e.g., tornadoes, hurricanes, flooding, lightning), the Production must be aware of potential hazards.
2. Monitor the local government weather service for announcements including warnings or evacuations and any other information provided by officials.
3. In the event of a weather emergency, Management will follow the established Notification Procedures.

ACTIVE SHOOTER/ARMED AGGRESSOR

How to Respond:

1. RUN

- a. Have an escape route & plan in mind
- b. Leave your belongings behind
- c. Keep your hands visible

2. HIDE

- a. Hide in an area out of the shooter’s view
- b. Block entry to your hiding place & lock the doors
- c. Silence your mobile phones and devices

3. FIGHT

- a. As a last resort and only when your life is in imminent danger
- b. Attempt to incapacitate the shooter
- c. Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

Multiple callers and keeping the line open for as long as possible or calling back will prioritize the emergency on the intake side and may help to speed up response time.

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

Information you should provide to Law Enforcement or 911 Operator:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

BOMB THREAT

Notify Management immediately and follow their directions.

MENTAL HEALTH EMERGENCIES

- Call **911** (US) / **999** (UK) if the individual poses imminent danger to self or others
- Otherwise call **988 – The Suicide & Crisis Lifeline** (US)
- In the UK, call or email the **Theatre Helpline** - a free & confidential support line available 24/7 for anyone working in the Performing Arts at:
0800 915 4617 or advice@theatrehelpline.org

NBCU and the Entertainment Industry offer many Mental Health Services. Please reach out to Company Management or NBCU Human Resources directly for assistance.